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INTERAGENCY ADVISORY GROUP

UNITED STATES CIVIL SERVICE COMMISSION
OFFICE OF THE EXECUTIVE DIRECTOR
WASHINGTON, D.C. 20415

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Raymond Jacobson
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Room 1304, Ext. 26272



SEP 6 1978

Secretariat
Room 1304—1900 E St. N.W.
Code 101, Ext. 26266 or
Area Code 202—632-6266

SUBJECT: Participant Selection for the Program Development Conference

FROM: Raymond Jacobson
Executive Director

TO: Directors of Personnel

DD/A Registry
File *Personnel*
Civil Service
Reform

Attached is a letter Chairman Campbell has sent to Heads of Departments and Agencies asking for the selection of participants for the Program Development Conference. The letter states that "instructions for nomination of participants and other details of the conference will be sent to your personnel director along with a copy of this letter."

These are your instructions for nomination procedures:

- There will be a conference registration fee of \$100.00;
- Agencies are expected to absorb the cost of travel and per diem;
- The conference is being conducted under the authority of the Government Employees Training Act so OF-170's can be submitted.

If you have any questions please call the Conference Program Manager, Joseph Cerio, at (202)632-7630. Names and addresses of participants should be sent to Mr. Cerio by September 22. (U.S. Civil Service Commission, Room 7452, 1900 E Street, N.W., Washington, D.C. 20415.)

Information regarding program plans, conference facilities, room reservations, travel, per diem and related administrative matters will be sent promptly by us to each person selected to participate.

Attachment



CHAIRMAN

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

SEP 8 1978

DD/A Registry

78-0545/17

Honorable Stansfield Turner
Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Admiral *Stan* Turner:

As a major step in the President's program of civil service reform, we invite you to select representatives to participate in a Program Development Conference to be held October 22-25, 1978, in Ocean City, Maryland. Approximately 300 line managers will join 100 personnel managers to help us work out a design for implementation of civil service reform that will ensure meeting the President's objectives of a more effective Federal work force.

Our early work with agency staff convinces us that the improvements will be in direct proportion to the involvement of both personnel and agency operating executives and managers in their planning and implementation.

The conference will address performance appraisal, merit pay, adverse actions, Senior Executive Service, productivity, and other areas of importance to effective management.

It is critical that we assemble a cross-section of top quality managers who represent many program areas, different organizational levels, and field as well as headquarters viewpoints. You should nominate individuals in whom you have full confidence; who are held in high esteem within their organizations; who visualize the management of people as an important part of their total managerial responsibility; and who are creative in their work.

We are allotting one space for managers in your agency in addition to a space for your personnel director. Several line managers from a number of agencies are now working, in eight groups, preparing issue papers for the conference. These managers will also be participating in the conference but will not be counted against your total. (Instructions for nomination of participants and other details of the conference will be sent to your personnel director along with a copy of this letter.)

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We are very excited about the potential benefits of this conference. We hope you and your key people will see it as an important step in building a new personnel management system which will be maximally effective in achieving your agency's mission.

Sincerely yours,



Alan K. Campbell

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